

**TRAINING AND ADMINISTRATIVE OFFICER**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible, non-supervisory position in the fire service, the primary duties of which include developing and organizing departmental training, and performing administrative functions which are necessary for the effective operation of the department. The Training and Administrative Officer evaluates the training needs of the department, provides for employee training, and personally conducts training. The Training and Administrative Officer participates in research and planning of fire department operations, and performs public relations duties. The employee of this class also manages the maintenance and repair of equipment and supplies. The incumbent of this class reports to and has work reviewed by the Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Evaluates training needs, and provides for regular employee training at all levels within the department. Conducts classroom training, drills and evolutions, and informal or on-the-job training in basic fire fighting; hydraulics; pump operations; water supplies; sprinkler and standpipe systems; driving fire equipment; nozzle and hose handling; breathing apparatus; rescue; pre-fire planning; fire extinguishers; forcible entry; fire streams; ladders; ventilation; salvage and overhaul; fire attack; fire safety; and fire fighting apparatus, tools, and equipment. Provides for outside training when necessary.

Provides non-supervisory administrative support to the Fire Chief in the daily operations of the fire department. Participates in the research and planning for programs and activities of the department. Assists in planning and organizing departmental operations having to do with equipment and apparatus. Conducts inspections of various divisions of the department and observes department operations. Investigates all accidents involving department equipment or personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Works with boards, agencies, and unions whose rules and operations affect the careers of fire department employees or the work of the fire department. Studies new laws, regulations, ordinances, and court rulings relating to fire

department operations to determine if changes in department policies and procedures are needed. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Keeps informed of modern firefighting methods and administrative practices, and monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in departmental operations that will help the city to obtain favorable ISO ratings.

Personally tests or directs the testing of equipment and ensures that equipment meets all applicable federal, state, and local standards. Arranges for repairs and maintenance of all departmental facilities, equipment, or operating systems, or assigns such to qualified department personnel. Inspects equipment after repairs to see that repairs were properly accomplished. Writes specifications for new fire department equipment and prepares specifications for public bids. Purchases or makes recommendations on major purchases for the department, keeping such purchases within the established budget. Orders and distributes supplies and equipment as necessary, and maintains the departmental inventory.

Answers questions for the public about operations of the fire department or any related areas of emergency services. Informs the public about fire department work by means of talks, demonstrations, departmental tours, or distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Coordinates special projects related to public relations or the image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department.

Compiles and organizes data needed for reports, including the departmental budget. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Writes requests for grants or other special funds to aid in the operations of the fire service. Writes newspaper articles or any other type of official department positions paper for publication.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess a valid driver's license.

Must have not less than three (3) years of full-time experience with a paid fire department in fire service positions involving fire suppression or fire department training, or which involves a background in fire department administration and management.